



UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: Case Manager

LOCATION: Des Moines, IA

OPENING DATE: Wednesday, June 1

CLOSING DATE: Open Until Filled, applications received by June 17 will receive priority consideration

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-25 (\$39,171- \$63,664); Promotion Potential to CL-26 (\$43,140 - \$70,103); salary is based on experience and qualifications in accordance with the Court Personnel System.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Southern District of Iowa and reports to the Case Manager Supervisor. The Case Manager performs docketing and quality assurance work from case opening to final disposition, manages an assigned caseload, and performs other case management work.

DUTIES AND RESPONSIBILITIES

Makes summary entries of all documents and proceedings on the docket, ensuring that all automated entries are appropriately linked for proper case management. This includes, but is not limited to: pleadings, petitions, motions, complaints, minutes, and orders.

Prepares notices, judgments, and orders for transmission to appropriate parties. Answers inquiries on case status and court procedures.

Closes cases upon receipt of terminating documents, such as judgments, orders, memorandum and orders, and voluntary dismissals.

Processes requests or makes modifications requested by chambers and supervisors. Runs docket activity report and performs quality assurance on entries from previous day. Checks deadlines report and takes appropriate action.

Acts as a liaison among the Clerk's Office, the bar, and the judge to ensure the cases proceed smoothly and efficiently. Answers inquiries on cases status.

Other duties as assigned including but not limited to: courtroom deputy duties, intake, receiver for purchases, help desk, records/exhibit management, interpreter coordination, appeals, naturalization, CVB, etc.

QUALIFICATIONS

The successful candidate must have at a minimum a high school diploma or the equivalent. Advanced education or training preferred. Candidate must have two years of specialized experience to include use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Candidate also must have excellent organizational skills, and a demonstrated ability to work in a team environment, to be effective in both oral and written communication, and to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court for the Southern District of Iowa are at will and can be terminated with or without cause at any time.

Commencing from the start date in this position, the selectee must complete a one year probationary period.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindidecker@iasd.uscourts.gov

The United States District Court for the Southern District of Iowa is an Equal Opportunity Employer that values diversity in the workplace.